

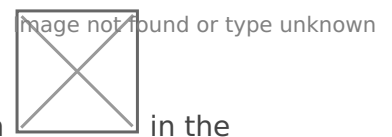
# Sending attachments as link

**This function allows you to send large attachments by email. This is how it works:**

- The attachments will be uploaded to a new folder below **Drive Mail** in the Drive app. The name of this folder corresponds to the email subject. The folder is shared with a public link.
- The email recipients will receive a link for downloading the attachments.

**How to send attachments as link in the email editing window:**

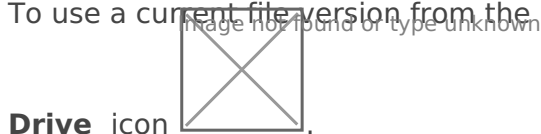
1. Select the files to be sent as attachment.



- To send a local file as attachment, click the **Attachments** icon in the button bar. Select at least one file.

You can also add an attachment by dragging one or several files from a file browser or from the desktop to the email window.

- To use a current file version from the Drive app as attachment, click the **Add from**



**Drive** icon.

2. You can remove an attachment if required. To do so hover over an attachment. Click the



**Remove attachment** icon.

3. Click on **Use Drive Mail**. The **Options** button will be displayed.

Click on **Options**. The **Drive Mail options** window opens.

- To set the expiration date for the public link, click on an entry below **Expiration**.

If you select an expiration date, you can let the attachment be deleted after the expiration date. To do so, enable **delete if expired**.

Note: Depending on the configuration, those functions are optional or mandatory.

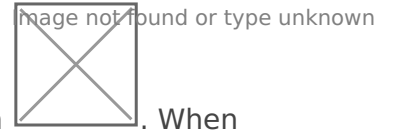
- To protect the public link with the attachments with a password, enable **Use password**. Enter a password. To view the password while entering it, click the icon on the right side in the input field.

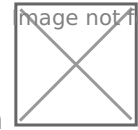
- To receive notifications about certain actions, enable one or several entries below **Email notifications**.

Note: Depending on the configuration, this function might not be available.

Notes

- Depending on the configuration, there might be a maximum file size for attachments that can be sent as link.



- In the **Sent objects** folder, the email will be marked with the icon . When viewing the email, the following information are displayed at the top of the email text:
  - A link to the folder containing the attachment.
  - Information about the expiration date and a possibly used password.
  - A list of the attachments' file names.

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Revision #1

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